

ATTACHMENT I

Student Name: _____
ID #: _____
School: Sagunaro High School _____
Graduation Year: _____ 12-13-02

STUDENT ATTAINMENT COMPETENCY/COURSE RECORD

BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES - LEVEL III

STUDENT ATTAINMENT COMPETENCY/COURSE RECORD		BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES - LEVEL III		LEVEL of ATTAINMENT		DATE of ATTAINMENT (Semester or M/YY)		METHOD of ATTAINMENT		TEACHER(S)
				0 Unattained / Approaching	1 Attained			1 Written Test	2 Oral Present'n	
1.0	DEVELOP AN INDIVIDUAL CAREER PLAN			X						ANDREEN
2.0	PREPARE FOR EMPLOYMENT			X						
3.0	PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES									
4.0	DEMONSTRATE ORAL COMMUNICATIONS SKILLS			X						
5.0	DEMONSTRATE WRITTEN COMMUNICATIONS SKILLS			X						
6.0	EVALUATE THE ROLE OF SMALL BUSINESS IN THE ECONOMY									
7.0	DEMONSTRATE BUSINESS AND FINANCIAL MANAGEMENT PRACTICES NEEDED FOR ENTREPRENEURS									
8.0	EVALUATE LEADERSHIP STYLES APPROPRIATE FOR THE WORKPLACE									
9.0	PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY CAREER AND TECHNICAL STUDENT ORGANIZATIONS									
10.0	EXPLAIN BUSINESS FUNCTIONS WITHIN AN ORGANIZATION									
11.0	EXPLAIN BUSINESS ETHICS			X						
12.0	DISCUSS PRINCIPLES OF ECONOMIC SYSTEMS			X						
13.0	DISCUSS LEGAL CONCEPTS THAT APPLY TO BUSINESS			X						
14.0	DEMONSTRATE MARKETING CONCEPTS			X						
15.0	DETERMINE PERSONAL RESPONSIBILITY AND ACCOUNTABILITY ACTIVITIES CONSISTENT WITH ESTABLISHED ORGANIZATIONAL GOALS			X						
16.0	DEMONSTRATE GENERAL MANAGEMENT PRACTICES			X						
17.0	DEMONSTRATE ADMINISTRATIVE AND COMMUNICATION FUNCTIONS									
18.0	DEMONSTRATE HUMAN RESOURCE MANAGEMENT FUNCTIONS			X						

LEVEL of ATTAINMENT	METHOD of ATTAINMENT
0 Unattained / Approaching	1 Written Test
	2 Oral Presentation

BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES - LEVEL III

19.0	PERFORM GENERAL OFFICE MANAGEMENT FUNCTIONS								X
20.0	USE ACCOUNTING INFORMATION TO MAKE BUSINESS DECISIONS				X				X
21.0	PERFORM FINANCIAL ANALYSES TO MAKE BUSINESS DECISIONS				X				X
22.0	USE COMPUTERIZED INFORMATION SYSTEMS AND TECHNOLOGY				X				X

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